

REVIEW PROCEDURE FOR WORK IN AN NCD  
*Prepared by Maurice Lesses, Study Comm. Member;*  
*distributed 1/18/06*

Formal Process

Before obtaining a building permit:

1. Obtain an application to NCD Commission from CHC and file it with CHC. Include a set of complete plans. The CHC will decide within 5 days whether a hearing is actually necessary.
2. A hearing before the NCD Commission will be scheduled for the next monthly meeting of the Commission.
3. Appear at the hearing. It is better to bring your architect if you have one.
4. NCD Commission must decide within 45 days after the filing of a "complete" application. If the application is incomplete, most importantly does not include complete plans, the decision may be delayed.
5. If either you, an aggrieved neighbor or ten registered voters object to the NCD Commission's decision, the disappointed persons can appeal to the CHC within 20 days after notice of the decision has been filed with the City Clerk. The CHC will hear the appeal within 30 days after the filing of appeal.
6. The CHC can only overrule the decision of which it disapproves and return it to the NCD Commission for reconsideration. It cannot make a final reversal of the decision or substitute its own decision for the NCD Commission's.
7. A person aggrieved by the CHC's decision can appeal to the Middlesex Superior Court within 30 days after the CHC's decision or 60 days after the appeal to the CHC if the CHC has failed to act within 30 days of the appeal to it.

Informal Process

1. First, talk with your neighbors and show them sketches of the work before you make final plans.
2. Talk with the CHC staff before you prepare your application.